

INVITATIONAL TRAVEL ORDER

(FORSCOM Memorandum 310-10)

NAME**TRAVEL ORDER NUMBER****ADDRESS****DATE APPROVED**

You are invited to proceed from _____
in sufficient time to arrive at _____ by _____
for the purpose of _____
for approximately _____ days. Upon completion of the mission, you will return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus

It is DoD policy that in using regularly scheduled air transportation: (a) accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler, and (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available otherwise reimbursement for the cost of transportation is not allowed.

☐ To arrange transportation call: (_____) _____ - _____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or other who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, para C32204-A.

☐ You are authorized to travel by privately owned _____ cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls conveyed as advantageous to the Government. Reimbursement is at the rate of _____ incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75.00 or more plus any applicable tax.

Rental vehicle authorized.

Use of government quarters would adversely affect the performance of assigned mission.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <https://secureapp2.hqda.pentagon.mil/perdiem/> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable.

[Per Diem Link](#)

Spouse:

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meals & Incidental Expense Rate	Total Per Diem
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

- ☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.
- ☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expense. Subsistence expenses include lodging; meals; fees and tips to waiters, bellboys, mails, porters; personal laundry, pressing, and dry cleaning (see NOTE below); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Para M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount Allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.

The travel authorized herein has been determined to be in the public interests, and is chargeable to:

FUNDS CERTIFICATION OFFICER

ORDER APPROVING OFFICIAL:

ORDER AUTHORIZING OFFICIAL:

HQ, FORSCOM, FORT MCPHERSON, GA

FOR THE COMMANDER:

PAMELLA C. BAUMGARTNER
CHIEF, HQ OPERATIONS, RID, G-8